



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Revised Policy, Chartering Program Executive Officers (PEOs) and Program/Project/Product Managers (PMs)

The chartering policy was established in a Director, Army Acquisition Corps memorandum, March 31, 1997, subject: Policy Memorandum, Chartering Centrally Selected Project and Product Managers. This memorandum reinforces and revises that policy to more accurately reflect changes in policy and organizational structure, as well as to allow for greater flexibility in the chartering process while maintaining the significance of PEO and PM charters. This policy also complies with Department of Defense Directive 5000.2, E9.1, May 12, 2003 and Department of the Army Pamphlet 70-3, July 15, 1999.

The Army Acquisition Executive (AAE), with the U.S. Army Acquisition Support Center (ASC) as executive agent, will issue the charters for all PEOs and centrally selected PMs. After AAE signature, the charters will be forwarded to the appropriate organization for signature and presentation. Electronic copies of all PEO and PM charters will remain on file in ASC. This process reinforces the chain of authority from the AAE through the organization to the individual PM. Further, this memorandum sets the standard format for these charters and reinforces the chartering authority for PEOs and PMs (Enclosure 1).

When the AAE approves the establishment of a new Program/Project/Product Management Office (PMO) or a new incumbent is centrally selected to report to an existing PMO, the gaining organization must submit a Request for Charter to the Program Structure (PS) Division, ASC. Electronic submission is acceptable and must be made at least 45 days prior to the charter date, barring special circumstances. This request will be submitted by the responsible organization point of contact to PS and will be used to ensure each charter contains the appropriate information, including the month and year the charter is effective. Upon receipt, PS will notify the U.S. Army Human Resources Command (AHRC) Acquisition Management Branch (AMB) of the charter request and obtain concurrence that all mandatory training, required by the Director for Acquisition Career Management, has been fulfilled. If AMB nonconcurs, it is AMB's

responsibility to coordinate with the organization to ensure that training will be met. The AMB notifies PS when the individual has met the (training) requirement, and provides the charter date that the individual will receive command credit. The PS then electronically issues a sample charter to the requesting organization for approval prior to submission to the AAE for signature.

All charters will be in standard format (Enclosure 2). The only tailoring will be reflected in the PMOs name, the name of the individual who is being chartered, the signature block of the responsible PEO, and the name of the organization to which the individual reports. The Army and Acquisition Corps seals will be universally applied to charters with the exception of those for Joint PEOs. Other tailoring for Joint PEO charters may occur as deemed appropriate.

The language in each charter is controlled by the ASC, and will remain consistent with the exception of the third paragraph. You are encouraged to reflect specific duties/responsibilities of the PM. Altering this paragraph will be done only at the request of the organization. Coordination with the Military Deputy to the Assistant Secretary of the Army, Acquisition, Logistics and Technology will be required, and alterations will be reflected in the Charter Request Form (Enclosure 3). The remaining standard text will reflect the source of the authority granted to the PM, a general statement of responsibilities and a reaffirmation of the delegation of full-line authority by the chartering authority.

Charters will be issued for the following reasons:

- a. Newly appointed PEOs
- b. New centrally selected PMs
- c. New start, centrally selected, PMOs

An existing charter may be replaced if:

- a. An approved name change of the PMO occurs during the tenure
- b. The PMO merges with another, and a name change occurs
- c. An existing PMO is realigned under a new organization
- d. An incumbent's name is officially changed

Charters will not be re-issued for the following reasons:

- a. An incumbent is promoted during normal rotation
- b. A new PEO is designated during the tenure of the PM
- c. A new AAE is designated during the tenure of the PM
- d. An incumbent's tour is extended
- e. Changes made to standard charters as a result of this memorandum

Charters will not be issued to PEOs or PMs in an acting capacity.

My point of contact for this action is Ms. Merrilee Feller, (703) 805-2992, DSN: 655-2992, or e-mail: [merrilee.feller@us.army.mil](mailto:merrilee.feller@us.army.mil).

*Claude M. Bolton Jr.*  
Claude M. Bolton, Jr.  
Assistant Secretary of the Army  
(Acquisition, Logistics and Technology)

Enclosures

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